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**CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE**

915 CAPITOL MALL, ROOM 485  
SACRAMENTO, CA 95814  
TELEPHONE: (916) 654-6340  
FAX: (916) 654-6033



William Pavao  
Executive Director

**MEMBERS:**

Philip Angelides, Chair  
State Treasurer

Michael Genest, Director  
Department of Finance

Steve Westly  
State Controller

**JOB OPPORTUNITY BULLETIN**

**Class:** **Executive Assistant**  
**Tenure:** **Permanent**  
**Time Base:** **Full-Time**  
**Salary:** **\$3071 - \$3734**

Under the general direction of the Executive Director this position provides administrative support for the Tax Credit Allocation Committee and performs duties involving extensive public contact.

**SPECIFIC DUTIES INCLUDE:**

- In concert with the Executive Director and Managers, this position is responsible for development of office workload and planning standards for the support staff and will direct all activities of the support staff; develops office procedures for day-to-day routine of the office; this position will be the first level supervisor of the Committee support staff. This position is responsible for assessing the needs of the Committee's major equipment purchases which involves researching all potential avenues and costs analysis in making recommendations to the Executive Director and Managers; responsible for all office supplies. Responsible for the organization of the Committee's project filing system. Oversee the processing of unfunded status, and recording of all files archived. Responsible for scheduling and organizing the Executive Director's calendar and making all travel arrangements. Exercises discretion when dealing with sensitive and confidential information.
- Assists in planning site visits and file inspections for the monitoring staff; responsible for the preparation of the Committee's Compliance and Development workshops held 4 times annually which includes developing workshops, independently locating sites, providing major assistance in preparing the workshops and performing a cost analysis at workshop completion. Independently responsible for scheduling Committee meetings, including preparing the Committee agenda in concert with the Executive Director, meeting the legal time requirement for mailing the agenda, monitoring analytical staff to assure timely completion of staff reports, processing the Committee meeting minutes, and assembling and assuring timely delivery of Committee binders to its members.
- Screens and redirects telephone inquiries from the public, from members and staff of the Legislature, from attorneys and accountants. Processing regulatory agreements in a timely manner from the project owner's review and signature to recording with the property County Recorder's Office. Data entry of critical project information into the Committee's database, will assist compliance monitoring staff in planning site visits and file inspections.
- Run queries and generates reports from the data base when Public Records Act requests are received or staff require specific project information; such as, all projects awarded credits in a specific county or city.
- Assists other analytical staff when necessitated by workload; performs other related duties.

**DESIRABLE QUALIFICATIONS:**

- Ability to work cooperatively with others.
- Computer skills, including an understanding of relational database systems and spreadsheet applications (Excel).
- Excellent interpersonal and communication skills.
- Good work habits and dependability.
- Ability to handle multiple projects.

**CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and have employment list eligibility as an Executive Assistant or are interested in a lateral transfer or reinstatement may apply. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and Authorities and Commissions are encouraged to apply if interested in the position.

**Please state the source of your eligibility (i.e., list eligibility, SROA or surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "342-1728-001" next to the classification on your application/resume, i.e., Executive Assistant, CTCAC (342-1728-001).**

**FINAL FILING DATE:**

Applications will be accepted **until filled**. Applicants will be screened and the most qualified will be interviewed.

**SUBMIT APPLICATIONS TO:**

Cecilia Sanchez  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

An affirmative action employer – equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. The CEFA complies with the American with Disabilities Act (ADA). If you need additional information or assistance, please contact CTCAC at (916) 654-6340 or TDD (916) 654-9922.